

How to Apply

The existing eligible list will be abolished upon the completion of this examination.

Applicants with internet access are encouraged to apply online at www.mss.ca.gov. Applicants without internet access must complete and submit a Merit System Services (MSS) application form along with answers to the supplemental questions. Application materials will be evaluated to identify candidates with the most relevant education and experience who will be invited to the Oral Examination tentatively scheduled for the week of July 23, 2007. Mail application materials to:

Merit System Services
241 Lathrop Way
Sacramento, CA 95815

Merit System Services, a division of CPS Human Resource Services, is under contract with the California State Personnel Board to provide comprehensive personnel related services to California county social services departments.

Applications and additional copies of this announcement may be obtained by contacting Lake County Social Services Department, or the MSS at (916) 263-3614.

www.mss.ca.gov

Equal Opportunity Employer



About Lake County

Lake County, the "year round vacation wonderland," is located less than three hours from both San Francisco and Sacramento. California's famed Redwood Empire begins here, and countless streams and lakes accentuate the scenic landscape and provide some of the best black bass, blue gill, and catfish fishing to be found anywhere.

Residents and visitors of Lake County enjoy the national forests, two state parks, local parks, museums, wineries, a planetarium and observatory, and five golf courses. The region is rich with historical and cultural and recreational opportunities. Lake County also has good schools, including modern community colleges.

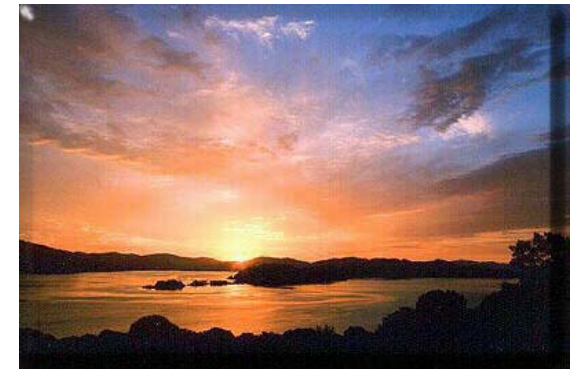
Beautiful Lake County is an ideal place to live, especially for individuals who enjoy a natural countryside setting. All year, Lake County enjoys a moderate climate, a variety of outdoor recreational activities, 24-hour lake access, cultural and performing arts, and special events.

Lake County offers friendly neighborhoods and a wonderful quality of life. The County emphasizes maintaining the rural atmosphere while encouraging reasonable growth.



Lake County Department of Social Services

PRESENTS THE FOLLOWING JOB OPPORTUNITY



Deputy Director of Social Services

Administrative Support Services Division

Monthly Salary:\$5,889-\$7,159*
**Salary Effective July 1st, 2007*

Application Deadline:
July 6th, 2007

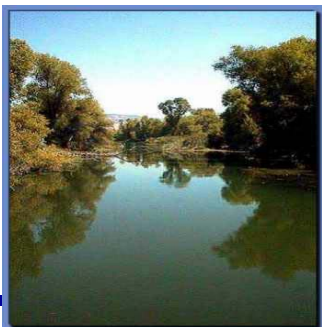
Location: Lower Lake, California

Lake County Social Services —Deputy Director

The Position

The Deputy Director of Social Services will be a dynamic, motivational, and visionary leader who will assist the Social Services Director in planning, directing, and organizing the activities of the Administrative Support Services Division.

The Administrative Support Services Division encompasses all fiscal, accounting and data support functions, information systems, program development and staff support. Perhaps the most critical functions of this Deputy Director are oversight of the preparation and administration of the agency budget; interfacing with County and State fiscal agencies on allocation and expenditure of Federal, State and local revenue streams; and forecasting funding needs and expenditure trends to provide for continuous and effective client services. This position is also responsible for directing and managing staff dedicated to information system functions. In addition, this Deputy Director oversees staff engaged in employee training and orientation, and policy development.



Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee an invitation to the test.

One (1) year of full-time experience performing duties comparable to a Program Manager II;

OR

Two (2) years of full-time experience performing duties comparable to a Program Manager I;

OR

A Bachelor's Degree (additional qualifying experience may be substituted for the required education on a year-for-year basis) **AND** four (4) years of full-time experience above the trainee level in social service, eligibility, or administration of staff services work in areas such as accounting, auditing, budgeting, administrative analysis, or personnel, including two years in a full-time supervisory position.

Additional Information

License: A valid driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may also require pre-employment health screening and successful completion of a background check.

Supplemental Questions

1. Briefly describe your two most significant professional accomplishments. Include the issues, processes, problems and innovations you encountered and their resolution and /or implementation.
2. Describe your experience developing and overseeing large agency budgets, analyzing financial data, developing fiscal projections, and preparing reports and recommendations on financial issues.
3. Describe in detail your leadership experience working with Information Systems and in development of policy and training specific to Social Services programs.
4. Describe your most noteworthy leadership qualities and why you consider these qualities to be your most outstanding attributes.

Benefits

- Vacation: 80 Hours during the first 5 years of service
- Holiday: Average of 12 paid holidays per year
- Health and Insurance Benefits: Medical, dental, hospital, vision, life and disability coverage is available to employees and their dependents
- Retirement: Member of PERS with generous retirement benefits